

**National Aeronautics and Space Administration
Office of Education
Kennedy Space Center
Educator Resource Center**

FY 2012 NASA Cooperative Agreement Notice (CAN)

**DRAFT Request for Proposals
Announcement NNK**

CFDA 00.000

Release Date:
Notice of Intent:
Proposals Due:
Selection Announcement:

Summary and Supplemental Information

NNK – Kennedy Space Center (KSC) Educator Resource Center (CAN)

NASA's Office of Education, in cooperation with the NASA Kennedy Space Center (KSC) solicits comments from interested parties for this DRAFT request for the KSC ERC. Comments are due on , 2011, and may address any functional or questionable area of this DRAFT.

NASA Contacts

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Questions regarding this announcement must be presented in writing to the NSPIRES help desk at nspires-help@nasaprs.com or call (202) 479-9376 within 10 calendar days of the release date in order that answers may be obtained and disseminated in a timely manner. Oral questions will not be answered due to the possibility of misunderstanding or misinterpretation. Questions and responses will be posted on the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) website at <http://nspires.nasaprs.com/external/index.do>

Respondents without access to the Web or who experience difficulty using the NSPIRES proposal site may contact the Help Desk at nspires-help@nasaprs.com or call (202) 479-9376.

Selecting Official

The selection official for this Cooperative Agreement Notice (CAN) is the Director of Education, NASA, Kennedy Space Center.

Funds Availability

The Government's obligation to make an award is contingent upon the availability of appropriated funds from which payment can be made and receipt of annual progress reports that NASA determines are acceptable to continue the award.

Number and Size of Award

NASA expects to award one cooperative agreement under this Notice pursuant to the authority of 1260.12(d) of the NASA Grant and Cooperative Agreement Handbook. The estimated annual value of the award is approximately \$450,000 per year, not to exceed a 5-year period of performance and subject to budgetary guidelines.

NASA Safety Policy

Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including employees working under NASA award instruments), and (4) high-value equipment and property.

Proposal Submission

All proposals in response to this CAN must be submitted electronically via the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES). Electronic proposal must be submitted in its entirety by 12:00 midnight, Eastern Daylight Savings Time on the due date of , 2011.

Notice of Intent (NOT required/necessary for this DRAFT)

A Notice of Intent (NOI) is requested to assist NASA in assessing the possible response to this CAN and to determine the expertise required for the Proposal Review Panel. NOIs should be submitted by the proposer to NSPIRES by midnight (12:00 a.m.) Eastern Daylight Savings Time, 2011. Instructions for submitting the NOI and the proposal in NSPIRES are found under Section IV of this announcement (Proposal and Submission Information). Interested proposers must register with NSPIRES before it can be accessed for use.

The non-binding NOI must include:

1. the name of the submitting organization
2. the name, title, regular mail and e-mail address, telephone, and fax numbers of the proposed ERC Project Administrator

*****This is a Draft RFP for the subject CAN. All interested parties are invited to provide comment on this Draft document, toward document improvement or clarity prior to the release of the final RFP. Comments are due NLT 10 Feb 2011.*****

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I. Description of Opportunity

The NASA Office of Education invites proposals to support the Educator Resource Center (ERC) facility at Kennedy Space Center, FL. Partnerships among institutions and/or organizations are encouraged. The ERC at Kennedy Space Center is one of several NASA ERCs located across the country. Although not inherently NASA-funded, they are NASA supported and receive NASA education resources and training to promote Science, Technology, Engineering, and Math (STEM) education at state or regional level. ERCs distribute and loan NASA- and STEM-themed educational resources to educators. Students and educators are also provided opportunities to visit ERCs and participate in learning experiences with NASA Centers, educational workshops for students, and professional development activities for educators.

The ERC is anticipated to provide 1) STEM Professional Development Workshops; 2) Repository of Materials of instructional products, for copying and distributing to educators and students; 3) Onsite and offsite K-12 hands-on STEM workshops that engage students in activities and discussions on STEM topics and careers; 4) Educational facility familiarization opportunities guiding visitors through hands-on activities designed to explain scientific concepts, as relate to STEM topics, aerospace research and exploration, and the mission of KSC; 5) Student and educator online workshop registration system; 6) STEM activities evaluated via NASA's Office of Education Performance Measurement (OEPM) online system and 7) Support to KSC's Regional ERCs located in Georgia, Puerto Rico, and the U.S Virgin Islands. The ERC at Kennedy Space Center is expected to position as an expert source for NASA-related STEM curricula modules.

Interested parties are invited to submit proposals that provide evidence of the capability and experience necessary to support and administer a high-quality, STEM-rich, hands-on program in a technical environment. The desired result is to maximize dissemination of STEM education, materials and development, supported by current technology, systems and content, while cultivating and retaining a stable professional staff, and fully utilizing the budget provided. Improved on-site current technology teaching tools and staff fringe benefits are highly desirable additions.

NASA expects to award one cooperative agreement under this Notice. The estimated annual value of this award to an individual organization is approximately \$450,000 per year, for a total possible performance period of five years. The award is designed to support continued performance of staff and process at the ERC. NASA's funding beyond the first year is based on an annual evaluation of documented progress and the availability of funds. This document includes further details relevant to the completion and submission of the CAN Proposal.

1.0 BACKGROUND

The primary purpose of a NASA Educator Resource Center (ERC) is to help teachers learn about and use NASA's educational resources. The ERC provides expertise and facilities for helping educators at all levels access and use STEM instructional materials. These materials are aligned with national standards and state frameworks and are based on NASA's unique mission. The ERCs are located on or near NASA Field Centers, museums, colleges, or other nonprofit organizations comprising a network of ERCs (the ERCN).

KSC's ERC is situated in a NASA-provided leased office located within a standalone facility on NASA property. Currently the program employs 5 full-time employees who are augmented with graduate/undergraduate interns and co-op students on a part-time basis as needed. The ERC accounts for all NASA loaned or provided property; orders and stocks NASA educational materials; schedules, develops and provides NASA-based STEM classes, workshops, educator pre-service training and facility familiarization opportunities, and supports outreach activities conducted by other Education Dept programs. NASA provides or coordinates access, computers, badging, phones and office furnishings for the office space.

2.0 PROGRAM MANAGEMENT

2.1 The recipient shall design, implement and maintain management of the ERC program. The recipient shall manage the ERC program in accordance with the proposed management plan.

2.2 Privacy Act and other Federal Regulations: the recipient shall address how they will comply with applicable statutes and regulations associated with the automated collection and distribution of information from the public such as the Paper Reduction Act, Privacy of Information Act and the Children's On-Line Privacy protection Act.

2.3 Performance Reports

2.3.1 The recipient shall provide a weekly report.

2.3.2 Input project data into the NASA Office of Education Performance Management (OEPM) system

3.0 PERSONNEL

3.1 Retention of Staff: the recipient shall retain and compensate the existing ERC employees to the maximum extent possible. A carryover work force reduces disruption to the delivery of services during the period of transition between management and provides NASA the benefits of an experienced and trained work force that is familiar with NASA personnel, facilities, and requirements. Typical fringe benefits are expected, and motivational benefits/performance awards are encouraged to attract and retain an exemplary staff at the ERC.

3.2 Center Access: The recipient shall provide the NASA-Center's point of contact with appropriate information such as date and place of birth, social security number, and address of new employees who require access onto the center at least fifteen (15) days prior to arrival.

3.2.1 Recipient personnel are required to be a U.S. citizen.

3.2.2 The recipient shall notify the government immediately upon any termination or replacement of key personnel.

3.2.3 The ERC staff shall participate in all improvement initiatives, meetings, seminars, teams, and training seminars as requested by the NASA Education Department.

4.0 EMERGENCY AND SAFETY MANAGEMENT

4.1 The recipient shall:

- 4.1.1** Designate an Emergency Coordinator responsible for supporting emergency preparedness planning and implementation, and interface with the NASA Emergency Preparedness Officer as necessary
- 4.1.2** Take immediate action to eliminate hazards to personnel, equipment or environment; prevent loss of or damage to Government property; and restore essential services following a declared emergency condition
- 4.1.3** Provide a point of contact (POC) for safety and health related issues.
- 4.1.4** Comply with Occupational Safety and Health Administration (OSHA) regulations and local directives.

5.0 RECORDS MANAGEMENT

5.1 All records, files, documentation, working papers, and software provided by the government or generated in the performance of this agreement becomes and remains government property.

- 5.1.1** The recipient shall maintain and manage all Government-owned, recipient-held records, including legacy Federal records (data created for Government use and delivered to, or falling under the legal control of, the Government).
- 5.1.2** The recipient shall provide Government representatives access to all recipient-held Government records.
- 5.1.3** At the completion or termination of this agreement, the recipient shall provide all Government-owned data to the NASA Education Dept or designated recipient.
- 5.1.4** The recipient shall operate and maintain an electronic archive of all reports, surveys, analysis, inspections and other agreement activities conducted on behalf of NASA.
- 5.1.5** The recipient shall maintain internal document records of all administrative and operational procedures such as records of employee certification and training, clinic certifications, reports, and other auditable activities.

6.0 VEHICLE OPERATIONS

- 6.1** Recipient personnel shall comply with directives pertaining to operation of privately owned vehicles on Kennedy Space Center.
- 6.2** Recipient vehicle operators shall maintain a valid state driver's license and any other documentation required by NASA guidance to operate a vehicle on Kennedy Space Center in the performance of this agreement.
- 6.3** The recipient shall ensure that employees' private vehicles are not used in the performance of agreement requirements.

II. Award Information

The award made through this announcement will be in the form of a cooperative agreement (CAN) Information about NASA's policies concerning grants and cooperative agreements can be found in the NASA Grants and Cooperative Agreement Handbook (hereafter referred to as the Handbook) at http://prod.nais.nasa.gov/pub/pub_library/grcover.htm.

The period of performance for the award resulting from this solicitation is a maximum of five years. The initial period of performance shall be 01 Oct 2011 through 30 Sep 2012, with four (4) one-year option periods. NASA expects to award one cooperative agreement under this Notice. The estimated annual value of award is approximately \$450,000 per year.

The \$450,000 annual estimated award must cover the administrative (personnel, petty cash, training, travel) costs identified by the proposing organization. Contingent upon the availability of funds, progress, and continued relevance to the NASA mission, NASA anticipates continuing support at approximately similar funding levels through the first program cycle.

III. Eligibility Information

A. Eligible Applicants

All types of domestic applicants other than individuals are eligible to respond. This includes industry, academia, government and non-government organizations, non-profit organizations and others. Partnerships of institutions and/or organizations are encouraged to apply.

B. Cost Sharing or Matching

Cost sharing is not required under this CAN. However, NASA can accept cost sharing if it is voluntarily offered. See the NASA Grant and Cooperative Agreement Handbook, Section B, Provision 1260.123, "Cost sharing or matching," which describes the acceptable forms of cost sharing. If no substantial compensating benefits will be received, cost sharing is not required but can be accepted. See Section D, Provision 1274.204, "Costs and Payments," of the NASA Grant and Cooperative Agreement Handbook.

IV. Proposal and Submission Information

A. References for CAN

This Notice contains all of the proposal material. Additional information may be obtained from the NASA Grant and Cooperative Agreement Handbook, located at http://prod.nais.nasa.gov/pub/pub_library/grcover.htm and the *NRA Proposers Guidebook* (<http://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2007.doc>).

B. Content and Form of the Proposal Submission

(i) Electronic Proposal Submission

All proposals submitted in response to this CAN must be submitted in a fully electronic form. No hard copy of the proposal will be accepted. Electronic proposals must be submitted by one of the officials at the proposal principal investigator's organization who is authorized to make such a submission; electronic submission by the authorized organization representative (AOR) serves for the proposal as the required original signature by an authorized official of the proposing organization.

Proposers may opt to submit proposals in response to this CAN via either of two different electronic proposal submission systems: either via the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) at the NASA proposal data system (<http://nspires.nasaprs.com> see Section V(b)(iv) below), or via Grants.gov (<http://www.grants.gov> see Section V(b)(v) below). Proposers are discouraged from submitting the same proposal to both electronic submission systems. NASA plans to use the NSPIRES system to facilitate the review process so all proposals received through Grants.Gov will be transferred into NSPIRES.

Note carefully the following requirements for submission of an electronic proposal regardless of the intent to submit via NSPIRES or Grants.gov.

- Every organization that intends to submit a proposal to NASA in response to this CAN must be registered in NSPIRES. This applies equally for proposals submitted via Grants.gov, as well as for proposals submitted via NSPIRES. Every organization that intends to submit a proposal through Grants.gov must register under that system as well as NSPIRES. Registration for either proposal data system must be performed by an organization's electronic business point-of-contact (EBPOC) in the Central Contractor

Registry (CCR).

- Any organization requesting NASA funds through the proposed investigation must be listed on the Proposal Cover Page. NASA will not fund organizations that do not appear on the Proposal Cover Page.
- Each individual team member (e.g., Principal Investigator (PI), co-investigators, etc.), including all personnel named on the proposal's electronic cover page, must be individually registered in NSPIRES. This applies equally for proposals submitted via Grants.gov, as well as for proposals submitted via NSPIRES.

The organizational affiliation specified must be the organization through which the team member is participating. If the individual has multiple affiliations, then this organization may be different from the individual's primary employer or preferred mailing address.

Generically, an electronic proposal consists of one or more electronic forms, including an electronic cover page and one or more attachments. The attachments contain all sections of the proposal, including the science/technical/management section, as well as all required and allowed appendices; see Section V (b) (ii) below for further requirements.

Submission of electronic proposals via either NSPIRES or Grants.gov requires several coordinated actions from the proposing organization. In particular, when the PI has completed entry of the data requested in the required electronic forms and attachment of the allowed PDF attachments, including the science/technical/management section, an official at the PI's organization who is authorized to make such a submission, referred to as the authorized organization representative (AOR), must submit the electronic proposal (forms plus attachments). Coordination between the PI and his/her AOR on the final editing and submission of the proposal materials is facilitated through their respective accounts in NSPIRES and/or Grants.gov. Note that if one individual is acting in both the PI and AOR roles, he/ she must ensure that all steps in the process are taken, including submitting the proposal from the organization.

(ii) Proposal Format and Contents

All proposals submitted in response to this CAN must include the appropriate required electronic forms available through either of two proposal submission systems, NSPIRES or Grants.gov.

The science/technical/management section and other required sections of the proposal must be submitted as searchable, unlocked PDF files that are attached to the electronic submission using one of the proposal submission systems. Proposers must comply with any format requirements specified in this CAN. In this CAN will be permitted; proposals containing solicited appendices/attachments may be declared noncompliant.

Important note on creating PDF files for upload: It is essential that all PDF files generated and submitted meet NASA requirements. This will ensure that the submitted files can be ingested by NSPIRES regardless of whether the proposal is submitted via NSPIRES or Grants.gov. At a minimum, it is the responsibility of the proposer to: (1) ensure that all PDF files are unlocked and that edit permission is enabled – this is necessary to allow NSPIRES to concatenate submitted files into a single PDF document; and (2) ensure that all fonts are embedded in the PDF file and that only Type 1 or TrueType fonts are used. In addition, any proposer who creates files using TeX or LaTeX is required to first create a DVI file and then convert the DVI file to Postscript and then to PDF. See http://nspires.nasaprs.com/tutorials/PDF_Guidelines.pdf for more information on creating PDF documents that are compliant with NSPIRES. PDF files that do not meet NASA requirements cannot be ingested by the NSPIRES system; such files may be declared noncompliant and not submitted to peer review for evaluation.

(iii) Additional Requirement for Budget Format

The uniform policy concerning the review of proposals submitted in response to this CAN against the cost evaluation criterion is described in Appendix C of the *NRA Proposers Guidebook*. External peer reviewers may provide recommendations on the budget summary and budget justification for cost realism and cost reasonableness to ensure that the proposed technical work is feasible. NASA program personnel will conduct the complete evaluation of cost including the detailed budget and budget justification for all relevant factors including total cost and comparison of the proposed cost to available funds.

In order to allow this division of review responsibilities, NASA will provide limited but sufficient proposal budget information to the peer review (work effort and personnel, other direct costs including procurements and subawards/subcontracts) while reserving certain proposal budget details for NASA's use (costs of direct labor, indirect costs, total costs).

Where the requirements in this CAN conflict with requirements and instructions found elsewhere (e.g., in the *NRA Proposers Guidebook*, NSPIRES instructions, or Grants.gov instructions), the requirements in this CAN have precedence. It is important that all proposers responding to this CAN follow these additional instructions carefully to enable an appropriate evaluation of their proposals.

In addition to the budget summary information provided in the NSPIRES or Grants.gov Cover Page forms, all proposers are required to include more detailed budgets and budget justifications, including detailed subcontract/subaward budgets, in a format of their own choosing in the *Budget Justification*. For this CAN, this additional budget must be divided into three parts, the "*Budget Justification: Narrative*" and the "*Budget Justification: Details*," both as described in Section 2.3.10 of the *NRA Proposers Guidebook*, and the "*Total Budget*," a requirement specific to this CAN.

The *Budget Justification: Narrative* includes the *Table of Proposed Work Effort* and the description of facilities and equipment, as well as the rationale and basis of estimate for all components of cost including procurements, travel (destination, purpose and number of travelers), publication costs, and all subawards/subcontracts. The *Table of Proposed Work Effort* must include the names and/or titles of all personnel (including postdoctoral fellows and graduate students) necessary to perform the proposed effort regardless of whether these individuals require funding from the current proposal. The number of person-months each person is expected to devote to the project must be given for each year. The *Budget Justification: Details* must include the detailed proposed budget including all of the Other Direct Costs and Other Applicable Costs specified in the *NRA Proposers Guidebook*. For this CAN, the *Budget Justification: Narrative* and the *Budget Justification: Details* should not specify the Total Estimated Cost, the cost of Direct Labor, or any Administrative Costs (e.g., overhead). Proposers should also identify the award instrument and contract type proposed since this information applies to assumptions made in the budget information.

The *Total Budget* file must specify the complete set of cost components including all costs discussed in the *Budget Narrative* and *Budget Details*, as well as the Total Estimated Cost, cost of Direct Labor, and Administrative Costs (overhead). The *Total Budget* document will not be provided to the non-government peer review, but will be used by NASA in the evaluation of total cost and comparison of the proposed cost to available funds.

The required *Budget Justification: Narrative* and *Details* section of the proposal may be incorporated into the proposal document as these will be provided to the peer review (for submission via NSPIRES, the *Budget Justification: Narrative* and *Details* must be incorporated into the single proposal PDF file). Regardless of whether the proposal is submitted via NSPIRES or Grants.gov, proposers must provide the *Total Budget* in a file called "totalbudget.pdf," which is uploaded as a separate attachment in either NSPIRES or Grants.gov.

Note that failure to provide sufficient budget justification and data in the *Budget Narrative* (including the *Table of Proposed Work Effort*) and the *Budget Details*, recognizing that the peer review will not have access to the Total Estimated Cost, the cost of Direct Labor, and Administrative Costs (e.g., overhead), will prevent the peer review from appropriately evaluating the cost realism of the proposed effort. A finding by the peer review of “insufficient information to properly evaluate cost realism” will be considered a weakness of the proposal. Inconsistent budget information between these budget descriptions will also be considered a weakness of the proposal.

(iv) Submission of Proposals via NSPIRES, the NASA Proposal Data System

Proposals may be submitted electronically via NASA’s master proposal data base system, the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES). In order to submit a proposal via NSPIRES, this CAN requires that the proposer register key data concerning the intended submission with NSPIRES; NSPIRES is accessed at <http://nspires.nasaprs.com>. Potential applicants are urged to access this site well in advance of the proposal due date(s) of interest to familiarize themselves with its structure and enter the requested identifier information.

It is especially important to note that every individual named on the proposal’s electronic *Cover Page* form (see below) as a proposing team member in any role, including co-investigators and collaborators, must be registered in NSPIRES and that such individuals must perform this registration themselves; no one may register a second party, even the Principal Investigator of a proposal in which that person is committed to participate. This data site is secure and all information entered is strictly for NASA’s use only.

All proposals submitted via NSPIRES in response to this CAN must include a required electronic *Cover Page* form that is accessed at <http://nspires.nasaprs.com>. This form is comprised of several distinct sections: a *Cover Page* that contains the identifier information for the proposing organization and personnel; a *Proposal Summary* that provides an overview of the proposed investigation that is suitable for release through a publicly accessible archive should the proposal be selected; and a *Budget Summary* of the proposed research effort. Unless specified in the program description itself, no other forms are required for proposal submission via NSPIRES.

The required elements of the proposal, including the science/technical/management section, must be submitted as one or more PDF documents that are attached to the *Cover Page* using the tools in NSPIRES. It is possible that the complete proposal is submitted as a single, searchable, unlocked PDF document, that contains the complete proposal, including the science/ technical/ management section and budget justification (but not the *Total Budget*), assembled in the order provided in the *NRA Proposers Guidebook* (see Section 2.3) and uploaded using the tools in NSPIRES. The Total Budget must be uploaded as a separate attachment in a file named “totalbudget.pdf”. One advantage of submitting the proposal as one PDF document as described above is that it is easier for the proposer to create a table of contents that will be correct. If separate files are uploaded, there may be slight differences in page numbering due to the concatenation process. Any mismatch with the table of contents caused by this process does not impact the evaluation of the proposal.

NSPIRES will provide a list of all elements that make up an electronic proposal, and the system will conduct an element check to identify any item(s) that is (are) apparently missing or incomplete. Note that a failed element check will not preclude submission. Uploading the proposal in one PDF file is likely to create warnings or errors as part of the element check, but these should be ignored.

Proposers are encouraged to begin their submission process early. Tutorials and other NSPIRES help topics may be accessed through the NSPIRES online help site at <http://nspires.nasaprs.com/external/help.do>. For any questions that cannot be resolved with the available on-line help menus, requests for assistance may be directed

by E-mail to nspires-help@nasaprs.com or by telephone to (202) 479-9376, Monday through Friday, 8:00 a.m. – 6:00 p.m. Eastern Time.

(v) Submission of Proposals via Grants.gov

In furtherance of the President's Management Agenda, NASA offers proposers the option to utilize Grants.gov to prepare and submit proposals in response to this CAN. Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies; it provides a single access point for over 1,000 grant programs offered by the 26 Federal grant-making agencies. The U.S. Department of Health and Human Services is the managing partner for Grants.gov.

In order to submit a proposal via Grants.gov, Grants.gov requires that the Principal Investigator download an application package from Grants.gov. Identifying the appropriate application package requires the funding opportunity number for that program; the funding opportunity number may be found in the *Summary of Key Information* subsection that concludes each program description. Proposals submitted via Grants.gov must be submitted by the AOR.

Submitting a proposal via Grants.gov requires the following steps:

- Grant researchers do NOT need to register with Grants.gov. However, every individual named in the proposal as a proposing team member in any role, including PI, co-investigators and collaborators, must be registered in NSPIRES (<http://nspires.nasaprs.com>) and that such individuals must perform this registration themselves; no one may register a second party, even the PI of a proposal in which that person is committed to participate. This data site is secure and all information entered is strictly for NASA's use only
- Follow Grants.gov instructions provided at the website to download any software tools or applications required to submit to Grants.gov.
- Download the application package from Grants.gov at <http://www.grants.gov>. Download the application package from Grants.gov by selecting "Download grant application packages" under "Apply for Grants" at <http://www.grants.gov>.
- Complete the required Grants.gov forms including the SF424 (R&R) Application for Federal Assistance, R&R Other Project Information, R&R Senior/Key Person Profile, and R&R Budget. Every named individual must be identified with the organization through which they are participating in the proposal, regardless of their place of permanent employment or preferred mailing address.
- Complete the required NASA specific forms: NASA Other Project Information, NASA Principal Investigator and Authorized Representative Supplemental Data Sheet, NASA Senior/Key Person Supplemental Data Sheet (this form is only required if there are Senior/Key Persons other than the Principal Investigator).
- Complete any NASA program-specific form that is required for the specific program element. Program-specific forms may be found by clicking on the hyperlink in the NASA Other Project Information form or by directly accessing <http://nspires.nasaprs.com/grants.gov>. Directions for accessing and submitting program-specific forms, if there are any, are provided in the NASA Other Project Information form.
- Create a proposal in PDF including the science/technical/management section and all other required proposal sections (see Section 2 of the *NRA Proposers Guidebook*). Upload sections as separate PDFs as prompted by Grants.gov.
- Submit the proposal via the authorized organization representative (AOR); the proposal principal investigator may not submit the application to Grants.gov unless he/she is an AOR.

Potential applicants are urged to access Grants.gov site well in advance of the proposal due date(s) of interest to

familiarize themselves with its structure and download the appropriate application packages and tools.

Additional instructions for formatting and submitting proposals via Grants.gov may be found in Sections 2 and 3 of the *NRA Proposers Guidebook*. Instructions for the use of Grants.gov may be found in the *Grants.gov User Guide* at <http://www.grants.gov/CustomerSupport>. Instructions for NASA-specific forms and NASA program-specific forms may be found in the application package and at <https://nspires.nasaprs.com/Grants.gov>. These NASA program-specific forms are required, and failure to properly include them may result in the proposal being deemed nonresponsive. For any questions that cannot be resolved with the available on-line help menus and documentation, requests for assistance may be directed by E-mail to support@grants.gov or by telephone to (800) 518-4726.

(vi) Notice of Intent to Propose

A brief Notice of Intent (NOI) to propose is encouraged, but not required, for the submission of proposals to this solicitation. The information contained in an NOI is used to help expedite the proposal review activities and, therefore, is of considerable value to both NASA and the proposer. To be of maximum value, NOIs should be submitted by the proposal principal investigator to NSPIRES, NASA's master proposal data system located at <http://nspires.nasaprs.com>. Note that NOIs may be submitted within NSPIRES directly by the proposal principal investigator; no action by an organization's AOR is required to submit an NOI.

Grants.gov does not provide NOI capability; therefore, NOIs must be submitted via NSPIRES regardless of whether the proposal will be submitted via NSPIRES or Grants.gov. Interested proposers must register with NSPIRES before it can be accessed for use; see Section V (b) (i) above. Since NOIs submitted after the deadline may still be useful to NASA, late NOIs may be submitted by e-mail.

(vii) Conflict of Interest Check Information

NASA expects all peer reviewers to disclose all conflicts of interest, as well as situations which may be actual conflicts of interest or which may give the appearance of a conflict of interest. Peer reviewers are also expected to disclose situations which may give the appearance of bias, or may cause a reasonable observer to question the ability of the reviewer to provide an unbiased evaluation of a proposal.

C. Proposal Submission Dates, Time, and Location

For this CAN, electronic *comments* must be submitted in its entirety by 12:00 midnight, Eastern Time on the appropriate *comments* due date February 10, 2011. All comments must be submitted electronically using either NSPIRES or Grants.gov (see Sections V (b) (i-v), above).

Proposals that are late will be handled in accordance with NASA's policy as given in Section (g) of Appendix B of the *NRA Proposers Guidebook* (also see Sections 3.2 and F.23). Proposals received after the due date may be returned without review. If a late proposal is returned, it is entirely at the discretion of the proposer whether or not to resubmit it in response to a subsequent appropriate solicitation. It is not possible to submit a late proposal electronically via NSPIRES unless the electronic Cover Page was initially created prior to the proposal due date. Late proposals may not be submitted via Grants.gov.

D. Proposal Funding Restrictions

In addition to the funding restrictions and requirements given in the *NASA Guidebook for Proposers and the Grants Handbook*, the following restrictions are applicable to this CAN. The estimated overall funding and number of participants to be funded, are subject to the availability of appropriated funds, as well as the submission of a sufficient number of applications of adequate merit.

The construction of facilities is not an allowed activity for any of the programs solicited in this CAN unless specifically stated. For further information on the allowable costs, refer to the cost principles cited in the *Grants Handbook*, Section 1260.127.

Travel is allowed as is necessary for the meaningful management of the ERC, for training and presentations, and appropriate professional meetings.

E. Required Identification Numbers

The DUNS Number, CAGE Number, and EIN (TIN) pertain to the organization that submits a proposal. Since NSPIRES proposal data system requires a potential Project Administrator to be linked to his or her proposing organization within the system, these numbers are automatically entered in the appropriate fields in the NSPIRES cover page.

F. Required Format

The proposal should be formatted according to the order listed in the following table and should not exceed 40 pages including certifications, forms, endorsement letters and appendices. Each proposal should adhere to the table guidelines for the maximum number of pages for that section.

Proposal Content		Page Guideline	Section and Appendix References
I.	<p>Proposal Cover Page: The proposal cover page must be signed by an organizational official who is authorized to certify organizational support and sponsorship of the investigation and of the management of the proposal. The electronic proposal submission process located at http://nspires.nasaprs.com generates this form.</p> <p>The Proposal Cover Page contains information about the proposal, including the following:</p> <p>Proposal Abstract (Proposal Summary) [200-300 words]: Provide a brief description of the project, objectives, method of approach, and outcomes.</p> <p>Budget Figures: Include figures for all years of the proposed program in the spaces provided.</p> <p>Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters: The authorizing organization's signature on the Proposal Cover Page automatically certifies that the proposing organization has read and is in compliance with these certifications. No additional form is necessary. For your convenience, a sample of this form is provided in Appendix C.</p>	4	<p>Electronic Submission From the “View Submitted Information” print the Cover Page, Budget and Abstract by hitting the “Print” icon on your Internet browser.</p> <p>Samples of the Cover Page, Budget and Abstract are located in Appendixes A, B, C, respectively</p> <p>Sample “Certifications Regarding Lobbying...” Located in Appendix F</p>
II.	Table of Contents	1	
III.	Certification of Organization and Project Administrator Eligibility Form	1	Appendix E

Proposal Content	Page Guideline	Section and Appendix References
<p>IV. Proposal Description:</p> <p>Provide a brief description of the proposed project, identifying any additional strengths you offer. The proposer shall address the management of all of the requirements described below:</p> <p>1. Start up and Implementation</p> <p>a. Describe your process for gaining an accurate understanding of the goals that are to be accomplished through this agreement.</p> <p>b. Describe how you will gain and retain historical knowledge.</p> <p>2. Staffing – This agreement strongly relies on the proposer’s capability to attract, hire, and retain qualified personnel. Address the following elements:</p> <p>a. List the positions that will be utilized to fulfill this agreement</p> <p>b. Identify the qualifications needed for personnel in identified positions</p> <p>c. Describe how you will attract and hire qualified personnel</p> <p>3. Management</p> <p>a. Identify the role that will be played by proposer project management team</p> <p>b. If proposed, how will you manage partnerships with outside organizations?</p> <p>c. Identify how risk assessment and mitigation will be addressed.</p> <p>4. Budget</p> <p>a. Describe how major budget line items will be tracked and maintained</p> <p>b. Describe the tools that you will use to maintain the budget</p> <p>c. Describe how you plan to maximize the funding.</p>	5	
<p>V. Personnel:</p> <p>Submit key personnel resume or background.</p>	1-3	
<p>VI. Proposed Cost Detail/Budget Narrative:</p> <p>The budget section of the proposal cover page includes a budget breakdown for each year of the proposed work, on which total yearly budget figures and total budget figures shall be entered.</p> <p>In addition to the budget figure on the proposal cover page, a budget narrative by year for each of the 5 years should accompany the proposal. Include explanatory notes for each line item in the budget. Please note that the funding limitation includes indirect costs.</p>	4-6	See Appendix A for budget section on the proposal cover page.

NASA Responsibilities

This solicitation will be awarded as a cooperative agreement and will have substantial NASA involvement. Proposers should describe how collaboration will occur to carry out the objectives of the ERC.

Other Submission Requirements

All proposals must comply with the general requirements of this CAN. Upon receipt, proposals will be reviewed for compliance. This includes:

- Submission of complete proposals on or before the due date.
- Submission of a proposal from an eligible proposer specified in the Eligibility Requirements.
- Submission of a budget that is within guidelines specified in this CAN and is for a funding period not exceeding five years in duration.
- Submission of proposals that are no more than 20 pages in length (proposal cover page produced by NSPIRES counts as one page).

At NASA's discretion, non-compliant proposals may be withdrawn from the review process and returned to the proposer without further review.

V. Proposal Evaluation and Selection Process

A. Evaluation Criteria

Proposals will be evaluated based on the following criteria: (1) Alignment with NASA's Education Objectives, (2) Intrinsic Merit, and (3) Cost. The percentage weight that will be given to each criterion is listed after the criterion. Creativity in the approach and the forethought given to each aspect of the design and procedure will be carefully considered and will play a major role in the review process. A strong emphasis should be placed on innovative projects with cohesive collaborative strategies with measurable outcomes. By design, aspects of some issues are touched upon in more than one evaluation criterion.

1. Alignment with NASA's Education Objectives (30%)

- a. **Content** - The proposal makes direct use of NASA content, people, and facilities. The ERC management proposal is based on NASA's scientific and technical activities, providing STEM resources to teachers, schools, students and their parents/guardians, and coordinating meaningful experiences and on-line activities. The proposal provides a strong mechanism to develop the recipients' STEM knowledge and skills needed by NASA's and the aerospace industry's future workforce. The management and marketing strategy clearly aligns with NASA's education goals and objectives outlined in the Agency's Strategic Plan (<http://www.nasa.gov>) and the NASA Education Strategic Coordination Framework (<http://www.nasa.gov/news/budget/index.html>).
- b. **Continuity** – the ERC proposal is designed to make a demonstrable contribution to inspiring students to careers in science, technology, engineering, and mathematics (STEM). The proposal shows awareness of the role of education in the NASA career pipeline.
- c. **Broad Applicability** – the ERC proposal is designed to attract a broad spectrum of students. Proposal contains plans to effectively reach underrepresented and underserved (women, minorities, and students with disabilities) populations. Marketing and outreach efforts address geographical/regional/cultural/socio-economic differences to attract a diverse pool of project applicants. The proposal clearly details a plan for new market development and penetration, and new techniques with appeal to NASA's target market.

2. Intrinsic Merit (45 %)

- a. **Quality and Feasibility** - The proposal contains a clear and organized plan detailing lines of

communication with NASA. The proposed plan is consistent with the budget and demonstrates a high probability for successful implementation while thoroughly addressing all the requirements outlined in Section I of this CAN. The proposal indicates emphasis on safety, health, security, and liability issues, and demonstrates competency in complying with all applicable statutes and regulations associated with the automated collection and distribution of information from the public such as the Paper Reduction Act, Privacy of Information Act, and any applicable specific acts such as the Children's On-line Privacy Protection Act.

b. Partnerships/ Sustainability - The proposal outlines a management team and existing resources (people, team, knowledge and expertise) that are capable of executing the project and demonstrate successful relevant past performance which align with the project's objectives. If appropriate, the proposal includes one or more partners. Any partnership outlined provides well-defined roles and responsibilities and indicates the value added by the partnership.

The proposal shows sustainability through mechanisms to expand its scope (achieve higher leverage) by drawing on resources beyond those directly requested in the proposal or the funds actually being provided under this CAN.

The proposal provides an impact beyond the direct beneficiaries and has the potential for partnerships among education authorities and organizations, informal science organizations, civic and business groups, colleges and universities, and/or other entities involved in STEM education.

c. Evaluation - There is strong evaluation plan in place to document outcomes and demonstrate progress toward achieving objectives of proposed education activities. The forms of evaluation are based upon reputable models and techniques appropriate to the content and scale of the program. Evaluation methods provide useful information on the project's performance. The proposal includes data collection and reporting to support NASA's Education Outcome 2, provided in attachment 1.

3. Cost (25 %)

a. Resource Utilization - The proposed budget clearly reflects the project's priorities, and is adequate, appropriate, reasonable, and realistic. The budget demonstrates the effective use of funds. The ERC award will be for approximately \$450,000 annually for a performance period not to exceed 5-years. An adjectival rating for cost will be based on the ratio of administrative expenses (overhead) to direct participant benefits.

B. Review and Selection Process

Proposals will be evaluated by a merit review process. Reviews may include ad hoc mail reviews and other experts as appropriate.

The reviewers will assess the proposals based on the criteria outlined in the Evaluation Criteria. NASA will assign the following ratings for use by the reviewer in evaluating each of the criteria:

Adjectival Rating	Definition
Excellent	A thorough, and compelling proposal of exceptional merit that fully responds to the objectives of the CAN as documented by numerous or significant strengths and with no major

	weaknesses.
Very Good	A competent proposal of high merit that fully responds to the objectives of the CAN, whose strengths fully out-balance any weaknesses and none of those weaknesses constitute fatal flaws.
Good	A competent proposal that represents a credible response to the CAN, whose strengths and weaknesses essentially balance each other.
Fair	A proposal that provides a nominal response to the CAN but whose weaknesses outweigh any strengths.
Poor	A seriously flawed proposal having one or more major weaknesses that constitute fatal flaws.

The results of the evaluations will be forwarded to the KSC Education Office and the NASA Headquarters Office of Education. The selection panel will receive a list of proposals within the highly competitive range (Excellent and Very Good) and make their recommendations to the KSC's Education Director. The Director of Education, NASA, Kennedy Space Center will make the final selection based on the recommendations of the selection panel.

C. Anticipated Announcement and Award Dates

NASA plans to announce the selection within 45 days of the final proposal due date. After 45 days past the proposal due date, proposers may contact the NASA Research and Education Support Services (NSPIRES) for updated information on the status of the CAN.

When a proposal is not selected for award, the proposer will be notified by mail and may be provided with a debriefing consistent with the policy stated in Section C.6 of the *NRA Proposers Guidebook*.

D. Cancellation of Notice

NASA reserves the right to make no awards under this Notice and to cancel this Notice. NASA assumes no liability (including bid and proposal costs in case of cancellation) for canceling the Notice or for anyone's failure to receive actual notice of cancellation. Proposers should refer to the NSPIRES website (<http://nspires.nasaprs.com>) or Grants.gov (<http://www.grants.gov>) for the schedule and other updates pertaining to this announcement.

VI. Award Administration Information

A. Award Notices

Any costs incurred by the proposer in anticipation of an award are at the proposer's own risk. The award or funding instrument will be a cooperative agreement.

B. Administrative and National Policy Requirements

The administrative and national policy requirements for this NASA award will be per the NASA Grant and Cooperative Agreement Handbook (http://prod.nais.nasa.gov/pub/pub_library/grcover.htm).


C. Post Award Reporting

Post-award reporting requirements will be per Exhibit G to the NASA Grant and Cooperative Agreement

Handbook (http://prod.nais.nasa.gov/pub/pub_library/grcover.htm). In addition to the reporting requirements listed in the NASA Grant and Cooperative Agreement Handbook.

APPENDIX A: Sample Proposal Cover Page

This is the first page of the multi-page cover produced by NSPIRES.

		Cover Page for Proposal Submitted to the National Aeronautics and Space Administration		NASA Proposal Number TBD on Submit			
NASA PROCEDURE FOR HANDLING PROPOSALS This proposal shall be used and disclosed for evaluation purposes only, and a copy of this Government notice shall be applied to any reproduction or abstract thereof. Any authorized restrictive notices that the submitter places on this proposal shall also be strictly complied with. Disclosure of this proposal for any reason outside the Government evaluation purposes shall be made only to the extent authorized by the Government.							
SECTION I - Proposal Information							
Principal Investigator Svetlana Payne			E-mail Address spayne@nasaprs.com			Phone Number 202-479-9030 x 246	
Street Address (1) 500 E St SW			Street Address (2) Suite 200				
City Washington		State / Province DC		Postal Code 20024-2760		Country Code US	
Proposal Title: Test for NSPIRES Alpha Test Environment.							
Proposed Start Date	Proposed End Date	Total Budget 0.00	Year 1 Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
SECTION II - Application Information							
NASA Program Announcement Number NNH05ZDA001N-LCLUC		NASA Program Announcement Title Land Cover/Land Use Change					
For Consideration By NASA Organization (the soliciting organization, or the organization to which an unsolicited proposal is submitted) NASA, Headquarters, Science Mission Directorate, Earth Sun System							
Date Submitted		Submission Method Electronic Submission Only		Grants.gov Application Identifier		Applicant Proposal Identifier	
Type of Application New	Predecessor Award Number		Other Federal Agencies to Which Proposal Has Been Submitted				
International Participation No	Type of International Participation						
SECTION III - Submitting Organization Information							
DUNS Number	CAGE Code	Employer Identification Number (EIN or TIN)			Organization Type		
Organization Name (Legal Name)		Primary Division			Secondary Division		
Organization DBA Name		Division Number					
Street Address (1)		Street Address (2)					
City	State / Province	Postal Code	Country Code				
SECTION IV - Proposal Point of Contact Information							
Name Svetlana Payne			Email Address spayne@nasaprs.com			Phone Number 202-479-9030 x 246	
SECTION V - Certification and Authorization							
Certification of Compliance with Applicable Executive Orders and U.S. Code By submitting the proposal identified in the Cover Sheet/Proposal Summary in response to this Research Announcement, the Authorizing Official of the proposing organization (or the individual proposer if there is no proposing organization) as identified below:							
<ul style="list-style-type: none"> certifies that the statements made in this proposal are true and complete to the best of his/her knowledge; agrees to accept the obligations to comply with NASA award terms and conditions if an award is made as a result of this proposal; and confirms compliance with all provisions, rules, and stipulations set forth in the two Certifications and one Assurance contained in this NRA (namely, (i) the Assurance of Compliance with the NASA Regulations Pursuant to Nondiscrimination in Federally Assisted Programs, and (ii) Certifications, Disclosures, and Assurances Regarding Lobbying and Debarment and Suspension. 							
Willful provision of false information in this proposal and/or its supporting documents, or in reports required under an ensuing award, is a criminal offense (U.S. Code, Title 18, Section 1001).							
Authorized Organizational Representative (AOR) Name			AOR E-mail Address			Phone Number	
AOR Signature (Must have AOR's original signature. Do not sign "for" AOR)						Date	

APPENDIX B: SAMPLE ABSTRACT (PROPOSAL SUMMARY) PAGE

PI Name:	NASA Proposal Number
Organization Name:	
Proposal Title:	
SECTION VII – Proposal Summary	
<div>EXAMPLE ONLY</div> <div>PLEASE SUBMIT</div> <div>THROUGH NSPIRES</div>	

APPENDIX C: SAMPLE BUDGET PAGES (4)

PI Name:				NASA Proposal Number		
Organization Name:						
Proposal Title:						
SECTION X – Budget						
Cumulative Budget						
Budget Cost Category	Funds Requested (\$)					Total Project (\$)
	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Year 4 (\$)	Year 5 (\$)	
A. Direct Labor – Key Personnel						
B. Direct Labor – Other Personnel						
Total Number Other Personnel						
Total Direct Labor Costs (A+B)						
C. Direct Costs – Equipment						
D. Direct Costs – Travel						
Domestic Travel						
Foreign Travel						
E. Direct Costs – Participant/Trainee Support Costs						
Tuition/Fees/Health Insurance						
Stipends						
Travel						
Subsistence						
Other						
Number of Participants/Trainees						
F. Other Direct Costs						
Materials and Supplies						
Publication Costs						
Consultant Services						
ADP/Computer Services						
Subawards/Consortium/Contractual Costs						
Equipment or Facility Rental/User Fees						
Alterations and Renovations						
Other						
G. Total Direct Costs (A+B+C+D+E+F)						
H. Indirect Costs						
I. Total Direct and Indirect Costs (G+H)						
J. Fee						
K. Total Cost (I+J)						
Total Cumulative Budget						

EXAMPLE ONLY
PLEASE SUBMIT
THROUGH NSPIRES

EXAMPLE ONLY

PLEASE SUBMIT

THROUGH NSPIRES

EXAMPLE ONLY

PLEASE SUBMIT

THROUGH NSPIRES

APPENDIX D: EDUCATION GRANTS AND EDUCATION COOPERATIVE AGREEMENTS

Source: 14 CFR 1260. Provisions incorporated by reference have the same force and effect as if they were given in full text. These provisions are available in full text in the NASA Grants and Cooperative Agreements Handbook (dated October 19, 2000) at

<http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=5800&s=1E>

Special Conditions**§1260.51 Cooperative Agreement Special Condition (October 2000)**

(a) This award is a cooperative agreement as it is anticipated there will be substantial NASA involvement during performance of the effort. NASA and the Recipient mutually agree to the following statement of anticipated cooperative interactions which may occur during the performance of this effort:

Note: The negotiated statement of collaboration agreed to by the parties will become a part of this order.

(b) The terms “Grant” and “Recipient” mean “Cooperative Agreement” and “Recipient of Cooperative Agreement,” respectively, whenever the terms appear in provisions and special conditions included in this agreement.

(c) NASA’s ability to participate and perform its collaborative effort under this cooperative agreement is subject to the availability of appropriated funds and nothing in this cooperative agreement commits the United States Congress to appropriate funds therefore.

§ 1260.52 Multiple year grant or cooperative agreement.**Multiple Year Grant or Cooperative Agreement (October 2000)**

This is a multiple year grant or cooperative agreement. Contingent on the availability of funds, scientific progress of the project, and continued relevance to NASA programs, NASA anticipates continuing support at approximately the following levels:

Period Anticipated Funding

Fiscal Year 2012 \$450,000

Fiscal Year 2013 \$450,000

Fiscal Year 2014 \$450,000

Fiscal Year 2015 \$450,000

Fiscal Year 2016 \$450,000

§1260.53 Incremental funding (October 2000)

(a) Only \$____ of the amount indicated on the face of this award is available for payment and allotted to this award. NASA contemplates making additional allotments of funds during performance of this effort. It is anticipated that these funds will be obligated as appropriated funds become available without any action required by the Recipient. The Recipient will be given written notification by the NASA Grant Officer.

(b) The recipient agrees to perform work up to the point at which the total amount paid or payable by the Government approximates but does not exceed the total amount actually allotted to this grant or cooperative agreement. NASA is not obligated to reimburse the Recipient for the expenditure of amounts in excess of the total funds allotted by NASA to this grant or cooperative agreement. The Recipient is not authorized to continue performance beyond the amount allotted to this award.

§1260.56 Withholding (August 2003)

If a Recipient fails to comply with the project objectives, the terms and conditions of this award, or reporting requirements under this or previous NASA awards, NASA may withhold advance payments under this award including its augmentations, and may also withhold advance payments under future awards to the Recipient, pending correction of the deficiency by the Recipient. Upon determination that the deficiency has been corrected, the cognizant NASA Financial Management Office shall resume advance payments and release of previously withheld amounts after coordination with the Grant Officer.

§1260.60 Public information (October 2000)

Information regarding this grant (including a copy of this award document) may be released by the Recipient without restriction. However, technical information relating to work performed under this grant where there was a NASA contribution should be released by the Recipient only after consultation with the NASA Technical Officer.

§1260.69 Electronic Funds Transfer Payment Methods (October 2000)

(a) Payments under this cooperative agreement will be made by the Government by electronic funds transfer through the Treasury Fedline Payment System (FEDLINE) or the Automated Clearing House (ACH), at the option of the Government. After award, but no later than 14 days before an invoice is submitted, the Recipient shall designate a financial institution for receipt of electronic funds transfer payments, and shall submit this designation to the Grant Officer or other Government official, as directed.

(b) For payment through FEDLINE, the Recipient shall provide the following information:

- (1) Name, address, and telegraphic abbreviation of the financial institution receiving payment.
- (2) The American Bankers Association 9-digit identifying number for wire transfers of the financing institution receiving payment if the institution has access to the Federal Reserve Communication System.
- (3) Payee's account number at the financial institution where funds are to be transferred.
- (4) If the financial institution does not have access to the Federal Reserve Communications System, name, address, and telegraphic abbreviation of the correspondent financial institution through which the financial institution receiving payment obtains wire transfer activity. Provide the telegraphic abbreviation and American Bankers Association identifying number for the correspondent institution.

(c) For payment through ACH, the Recipient shall provide the following information:

- (1) Routing transit number of the financial institution receiving payment (same as American Bankers Association identifying number used for FEDLINE).
- (2) Number of account to which funds is to be deposited.
- (3) Type of depositor account ("C" for checking, "S" for savings).
- (4) If the Recipient is a new enrollee to the ACH system, a "Payment Information Form," SF 3881, must be completed before payment can be processed.

(d) In the event the Recipient, during the performance of this grant, elects to designate a different financial institution for the receipt of any payment made using electronic funds transfer procedures, notification of such change and the required information specified above must be received by the appropriate Government official 30 days prior to the date such change is to become effective.

(e) The documents furnishing the information required in this clause must be dated and contain the signature, title, and telephone number of the Recipient official authorized to provide it, as well as the Recipient's name and contract number.

(f) Failure to properly designate a financial institution or to provide appropriate payee bank account information may delay payments of amounts otherwise properly due.

(g) The requirements set forth in this special condition supersedes grant provision § 1260.26, Financial Management.

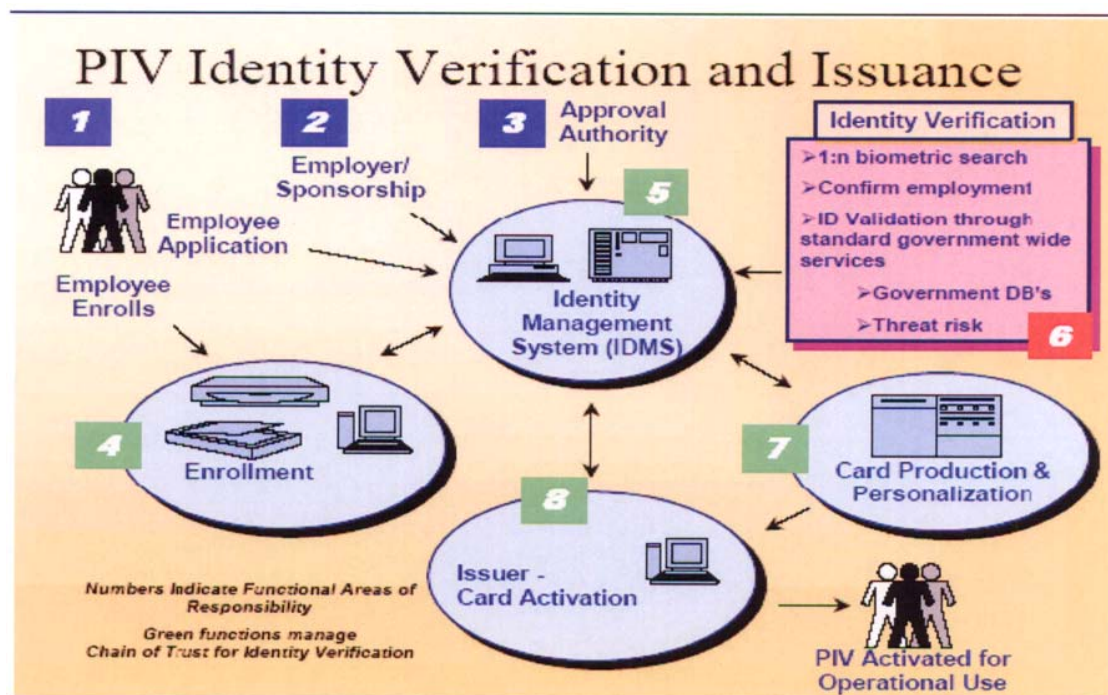
Personal Identity Verification (PIV) of Grant/Cooperative Agreement Personnel

(a) The recipient shall comply with agency personal identity verification procedures identified below that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The recipient shall insert this provision in all sub: awards when the sub awardee is required to have physical access to a federally controlled facility or access to a Federal information system. **These provisions shall apply to individuals and students who require routine physical access to a NASA facility or center.**

PIV Card Issuance Procedures in accordance with Grant and Cooperative Agreement Handbook § 1260.35 Investigative Requirements (January 2004) Figure A-1, FIPS 201 graphically displays the following procedure for the issuance of a PIV credential.

Figure A-1, FIPS 201



The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The recipient or recipient submits a formal letter that provides a list of the names of individuals (applicants) who require access to a federally controlled facility or access to a Federal information system to the cognizant NASA grant officer. In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a

grant or cooperative agreement where a grant officer has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the grant officer mentioned herein. In each case, the letter shall provide notification of the grant, cooperative agreement, or foreign national's full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the applicant has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that applicants may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the grant officer/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary. Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the grant officer/host information and instructions on how to access the e-QIP for each recipient, recipient or foreign national employee requiring access.

Step 2:

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form 1-9, Employment Eligibility Verification, one of which must be a Federal or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear no later than the entry on duty date. When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:

Prior to authorizing physical access of a recipient or recipient to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a National Crime Information Center (NCIC) with an Interstate Identification Index check is/has been performed. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the grant officer/host of the determination regarding access made by the CCS.

Step 5:

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the grant officer will advise the recipient or recipient that the applicant is being denied physical

access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the grant officer/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

1A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9)) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally referenced finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, etc.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY (EOD)

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.

2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination as to whether an additional extension will be granted for the temporary identification card.

3. Upon return of the completed NAC, the process will continue from Step 5.

Security Requirements For Unclassified Information Technology Resources

(a) The Recipient shall be responsible for information and information technology (IT) security when—
(1) The Recipient or its sub-recipients must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure; or

(2) Information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems is stored, generated, processed, or exchanged by NASA or on behalf of NASA by a recipient or sub-recipient, regardless of whether the information resides on a NASA or a recipient/sub-recipient's information system.

(b) IT Security Requirements.

(1) Within 30 days after cooperative agreement award, a Recipient shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the cooperative agreement as compliance documents.

(i) The IT system security plan shall be prepared consistent, in form and content, with NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, and any additions/augmentations described in NASA Procedural Requirements (NPR) 2810, and Security of Information Technology. The security plan shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standards (FIPS) 200, Recommended Security Controls for Federal Information Systems. The plan shall be reviewed and updated in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems, and FIPS 200, on a yearly basis.

(ii) The risk assessment shall be prepared consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The risk assessment shall be updated on a yearly basis.

(iii) The FIPS 199 assessment shall identify all information types as well as the "high water mark," as defined in FIPS 199, of the processed, stored, or transmitted information necessary to fulfill the contractual requirements.

(2) The Recipient shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Recipient shall perform yearly "Classroom Exercises." "Functional Exercises," shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of cooperative agreement award. These exercises are defined and described in NIST SP 800-34.

(3) The Recipient shall ensure coordination of its incident response team with the NASA Incident Response Center (NASIRC) and the NASA Security Operations Center, ensuring that incidents are reported consistent with NIST SP 800-61, Computer Security Incident Reporting Guide, and the United States Computer Emergency Readiness Team's (US-CERT) Concept of Operations for reporting security incidents. Specifically, any confirmed incident of a system containing NASA data or controlling NASA assets shall be reported to NASIRC within one hour that results in unauthorized access, loss or modification of NASA data, or denial of service affecting the availability of NASA data.

(4) The Recipient shall ensure that its employees, in performance of the cooperative agreement, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810 requirements. The Recipient may use web-based training available from NASA to meet this requirement.

(5) The Recipient shall provide NASA, including the NASA Office of Inspector General, access to the

Recipient's and sub-recipients' facilities, installations, operations, documentation, databases, and personnel used in performance of the cooperative agreement. Access shall be provided to the extent required to carry out IT security inspection, investigation, and/or audits to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA information or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime. To facilitate mandatory reviews, the Recipient shall ensure appropriate compartmentalization of NASA information, stored and/or processed, either by information systems in direct support of the cooperative agreement or that are incidental to the cooperative agreement.

(6) The Recipient shall ensure that system administrators who perform tasks that have a material impact on IT security and operations demonstrate knowledge appropriate to those tasks. Knowledge is demonstrated through the NASA System Administrator Security Certification Program. A system administrator is one who provides IT services (including network services, file storage, and/or web services) to someone other than themselves and takes or assumes the responsibility for the security and administrative controls of that service. Within 30 days after cooperative agreement award, the Recipient shall provide to the Contracting Officer a list of all system administrator positions and personnel filling those positions, along with a schedule that ensures certification of all personnel within 90 days after cooperative agreement award. Additionally, the Recipient should report all personnel changes which impact system administrator positions within 5 days of the personnel change and ensure these individuals obtain System Administrator certification within 90 days after the change.

(7) The Recipient shall ensure that NASA's Sensitive But Unclassified (SBU) information as defined in NPR 1600.1, NASA Security Program Procedural Requirements, which includes privacy information, is encrypted in storage and transmission.

(8) When the Recipient is located at a NASA Center or installation or is using NASA IP address space, the Recipient shall --

(i) Submit requests for non-NASA provided external Internet connections to the Contracting Officer for approval by the Network Security Configuration Control Board (NSCCB);

(ii) Comply with the NASA CIO metrics including patch management, operating systems and application configuration guidelines, vulnerability scanning, incident reporting, system administrator certification, and security training; and

(iii) Utilize the NASA Public Key Infrastructure (PKI) for all encrypted communication or non-repudiation requirements within NASA when secure email capability is required.

(c) Physical and Logical Access Requirements.

(1) Recipient personnel requiring access to IT systems operated by the Recipient for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810 and Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements. NASA shall provide screening, appropriate to the highest risk level, of the IT systems and information accessed, using, as a minimum, National Agency Check with Inquiries (NACI). The Recipient shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after cooperative agreement award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of NASA, interim access may be granted pending completion of the required investigation and final access determination. For Recipients who will reside on a NASA Center or installation, the security screening required for all required access (e.g., installation, facility, IT, information, etc.) is consolidated to ensure only one investigation is conducted based on the highest risk level. Recipients not residing on a NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk).

(i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can

transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" information whose cost to replace exceeds one million dollars.

(iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the Recipient for NASA whose function or information has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as established in Chapter 4, NPR 1600.1.

(4) The Recipient may conduct its own screening of individuals requiring privileged access or limited privileged access provided the Recipient can demonstrate to the Contracting Officer that the procedures used by the Recipient are equivalent to NASA's personnel screening procedures for the risk level assigned for the IT position.

(5) Subject to approval of the Contracting Officer, the Recipient may forgo screening of Recipient personnel for those individuals who have proof of a --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within the last three years that meets or exceeds the screening requirements of the IT position; or

(iii) Screening conducted by the Recipient, within the last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer and concurred on by the CCS.

(d) The Contracting Officer may waive the requirements of paragraphs (b) and (c) (1) through (c) (3) upon request of the Recipient. The Recipient shall provide all relevant information requested by the Contracting Officer to support the waiver request.

(e) The Recipient shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.

(f) At the completion of the cooperative agreement, the recipient shall return all NASA information and IT resources provided to the recipient during the performance of the cooperative agreement and certify that all NASA information has been purged from recipient-owned systems used in the performance of the cooperative agreement.

(g) The Recipient shall insert this clause, including this paragraph (g), in all subcontracts

(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or

(2) Use information systems to generate, store, process, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a recipient's information system.

(End of clause)

Availability of Funds

Funds are not presently available for this agreement. The Government's obligation under this agreement is contingent upon the availability of appropriated funds from which payment for award purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Grants Officer for this agreement and until the Recipient receives notice of such availability, to be confirmed in writing by the Grants Officer.

Access to Sensitive Information

(a) As used in this clause, "sensitive information" refers to information that a contractor has developed at private expense, or that the Government has generated that qualifies for an exception to

the Freedom of Information Act, which is not currently in the public domain, and which may embody trade secrets or commercial or financial information, and which may be sensitive or privileged.

(b) If performing this cooperative agreement entails access to sensitive information, as defined above, the Recipient agrees to -

(1) Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this cooperative agreement, and not to improve its own competitive position in procurement.

(2) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.

(3) Allow access to sensitive information only to those employees that need it to perform services under this cooperative agreement.

(4) Preclude access and disclosure of sensitive information to persons and entities outside of the Recipient's organization.

(5) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this cooperative agreement and to safeguard it from unauthorized use and disclosure.

APPENDIX E: Certification of Eligibility

Completion of this form is required

I. Organization Eligibility Certification

1. Organization Name: _____

2. Proposal Title: _____

3. Check applicable category:

____ Education Institution

____ Non-profit Organization

____ Other, specify: _____

If designated as a Department of Education Minority Institution please check which below:

____ Designated Hispanic-Serving Institution

____ Designated Historically Black College or University

____ Designated Tribal College or University

____ Designated Alaska Native or Native Hawaiian Serving Institution

____ Designated Other Minority Universities

II. Project Administrator Eligibility Certification

1. Last Name: _____ MI: _____ First Name: _____

2. Verification of Employment:

Employed by (institution): _____

School/Department (specify): _____

Certification Authority

The person authorized to sign below certifies that the information provided is accurate.

Authorized Organizational Official (typed): _____

Title: _____

Signature: _____

APPENDIX F: Compliance Certifications

By signing the proposal cover page generated by NSPIRES, the Authorizing Official of the submitting organization certifies compliance with the Federal laws and regulations regarding nondiscrimination, lobbying, and debarment and suspension, as described below. No additional certification document is required.

Nondiscrimination

CERTIFICATION OF COMPLIANCE WITH THE NASA REGULATIONS PURSUANT TO NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

The (Institution, corporation, firm, or other organization on whose behalf this assurance is signed, hereinafter called "Applicant") hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972, as amended (20 U.S.C.1681, ET SEQ.) (Title IX) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Age Discrimination Act of 1975 (42 U.S.C. 16101 et seq.), and all requirements imposed by or pursuant to the Regulation of the National Aeronautics and Space Administration (14 CFR Part 1250) (hereinafter called "NASA") issued pursuant to these laws, to the end that in accordance with these laws and regulations, no person in the United States shall, on the basis of race, color, national origin, sex, handicapped condition, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives federal financial assistance from NASA; and hereby give assurance that it will immediately take any measure necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by NASA, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by NASA.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the Applicant by NASA, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Applicant recognized and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign on behalf of the Applicant.

Lobbying and Debarment & Suspension

CERTIFICATIONS, DISCLOSURES, AND ASSURANCES REGARDING LOBBYING AND DEBARMENT & SUSPENSION

A. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 14 CFR Part 1271, as defined at 14 CFR Subparts 1271.110 and 1260.117, with each submission that initiates agency consideration of such applicant for award of a Federal contract, grant, or cooperative agreement exceeding \$100,000, the applicant must certify that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

B. GOVERNMENT-WIDE DEBARMENT AND SUSPENSION

As required by Executive Order 12549, and implemented at 14 CFR 1260.510, for prospective participants in primary covered transactions, as defined at 14 CFR Subparts 1265.510 and 1260.117-

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

APPENDIX G – Provisions:

The following Provisions are incorporated by reference:

FULL TEXT REFERENCE	TITLE	DATE
§ 1260.21	Compliance With OMB Circular A-110	October 2000
§ 1260.22	Technical publications and reports	December 2003
§ 1260.23	Extensions	October 2000
§ 1260.24	Termination and enforcement	October 2000
§ 1260.25	Change in Project Administrator or scope	October 2000
§ 1260.26	Financial Management	August 2003
§ 1260.27	Equipment and Other Property	February 2004
§ 1260.28	Patent Rights	August 2005
§ 1260.29	Reserved	
§ 1260.30	Rights in Data	August 2005
§ 1260.31	National Security	October 2000
§ 1260.32	Nondiscrimination	April 2004
§ 1260.33	Subcontracts	October 2000
§ 1260.34	Clean Air and Water	October 2000
§ 1260.35	Investigative Requirements	January 2004
§ 1260.36	Travel and Transportation	October 2000
1260.37	Safety	October 2000
§ 1260.38	Drug-free workplace	October 2000
§ 1260.39	Buy American Encouragement	May 2003
§ 1260.40	Investigation of Research Misconduct	May 2005

Provisions listed above are contained in the Code of Federal Regulation (14 CFR Part 1260). The CFR can be accessed electronically at: <http://www.gpoaccess.gov/cfr/index.html> or copies are available in most libraries and for purchase from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Provisions incorporated by reference have the same force and effect as if they were given in full text. The full text provision can be found via the NASA Grant and Cooperative Agreement Handbook web site: <http://ec.msfc.nasa.gov/hq/grcover.htm>. OMB circulars referenced in the provisions can be accessed electronically at: <http://whitehouse.gov/query.html?col=colpics&qt=OMB+Circular> or may be obtained from the Office of Administration, Publications Unit, New Executive Office Building, Washington, D.C. 20503. An index of existing OMB circulars is contained in 5 CFR 1310. Source: 14 CFR Parts 1260.

ATTACHMENT 1-NASA Education Outcome 2

Elementary and Secondary Education – Educate and Engage: Attract and retain students in STEM disciplines through a progression of educational opportunities for students, teachers and faculty.

Objective 2.1 Educator Professional Development – Short Duration (Engage)

Provide short duration professional development and training opportunities to educators, equipping them with the skills and knowledge to attract and retain students in STEM disciplines.

Objective 2.2 Educator Professional Development – Long Duration (Educate)

Provide long-duration and/or sustained professional development training opportunities to educators that result in deeper content understanding and/or competence and confidence in teaching STEM disciplines.

Objective 2.3 Curricular Support Resources (Educate and Engage)

Provide curricular support resources that use NASA themes and content to a) enhance student skills and proficiency in STEM disciplines; b) inform students about STEM career opportunities; and c) communicate information about NASA's mission activities.

Objective 2.4 Student Involvement, K-12 (Engage)

Provide K-12 students with authentic first-hand opportunities to participate in NASA mission activities, thus inspiring interest in STEM disciplines and careers, as well as provide opportunities for family involvement in K-12 student learning in STEM areas.